

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Course Tutor, MA Culture, Criticism and Curation

Accountable to: Course Leader, MA Culture, Criticism and Curation

Contract Length: Fixed term (1 year)

FTE/Hours: 0.6 FTE / 22.2

Weeks per year: 52

Salary: £38,010 - £45,603 pro rata (£22,806.00 - £27,361.80)

Grade: 5

College: Central Saint Martins

Location: King's Cross

Purpose of Role:

To be responsible to the Course Leader for:

- Undertaking teaching, leadership and research in culture, criticism and curation
- Supporting the Course Leader in the day to day management of the course including its delivery and development, and deputising for the Course Leader when required
- Supporting the Course Leader to foster and manage a positive and productive learning culture of high standard
- Observing and implementing the policies and procedures of the University and the College

Duties and Responsibilities

Academic

- Contribute to the academic mission of MA Culture, Criticism and Curation and the Culture & Enterprise Programme as an active participant within the University and College, ensuring clarity of identity, currency of subject agendas, relevance of learning methods and the fulfilment of appropriate standards
- Contribute to extending the level of subject expertise and critical understanding of the Course to keep it at the forefront of practice, with the objective of developing the course for an international and digital future

Quality, Management and Enhancement

- Contribute to the process of course development, minor modifications, major changes, validation, revalidation and review by the University, external agencies and professional bodies in liaison with the Course Leader and relevant Programme Directors/ Deans/ Associate Deans
- Be a member of appropriate committees, such as course committees (or their equivalent) and boards of examiners, as the Course Leader, Programme Director, Dean of School or Head of College require

- Represent the subject at College and University level and externally, as may be required

Curriculum Design, Content and Organisation

- Contribute to developing and maintaining a curriculum that is relevant, current and consistent with the mission of the Programme and the vision for the Course
- Contribute to ensuring that the delivery of the curriculum is organised and resourced appropriately, and to the learning styles and developmental stages of the students

Learning, Teaching and Assessment

- Undertake such teaching duties as are appropriate to the requirements of the course and consistent with your areas of expertise
- Contribute to ensuring that the learning (teaching and assessment) methods employed on the Course are appropriate to the academic award and resources allocated, and that they reflect the demands of the subject and the learning styles and developmental stages of the students
- Conduct assessment which is rigorous, fair and clear, and undertaken within the policies established by the University and the College

Student Support and Guidance

- Contribute to ensuring that students enrolled on the Course are appropriately supported and provided guidance for their academic development and pastoral care, fulfilling the policies and procedures of the University and the College and utilising appropriate channels and media
- In liaison with Academic Administration ensure that information provided to students enrolled on the Course is current, accessible and consistent
- Contribute to information provided to students by the University, College and Programme
- Contribute to ensuring the maintenance of standards of student discipline on the Course
- Contribute to ensuring effective liaison with, and organisation of student representatives for the Course

Student Progression and Achievement

- In liaison with the Programme Administrative Manager to ensure that student records are maintained which are current, accurate and constructive
- Contribute to the effective and efficient recruitment of students, ensuring the correct delivery of the University Admissions Policy

Managerial

- Contribute to the leadership and management of the Course by working with academic, administrative, managerial and technical colleagues to ensure quality, consistency and clarity of course delivery
- Work with colleagues across the College to ensure the highest possible standards of student experience in terms of:
 - Course promotion
 - Student progression
 - Student recruitment
 - Student induction
 - Learning support
 - Disability support (only in respect of signposting to students and staff how appropriate professional support can be accessed)
 - Reports and management information as required
- To work with the Course Leader to enhance and extend the educational and creative links between the Course and other courses across the Programme, College and University

Entrepreneurship and Enterprise

- Undertake research and scholarly activity relevant to the subject, teaching responsibilities and professional practice and maintain the level of your subject expertise in line with the latest developments in the subject area
- To work with the Course Leader in developing income generating activities which will enhance the profile of the Programme, School and College
- To work with the Course Leader in developing relevant communication material of academic and other relevant natures to promote the course and the work of its students, alumni, staff and others related to the course

General

- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University
- To undertake health and safety duties and responsibilities appropriate to the role
- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work
- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities
- To make full use of all information and communication technologies to meet the requirements of the role and to promote organisational effectiveness

- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.
- To personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022)

Key Working Relationships

- Course Leader and other tutors on MA Culture, Criticism and Curation, including HPLs
- Culture and Enterprise Programme Director
- Culture and Enterprise Programme Lead Administrator and Course Administrators
- Culture and Enterprise External Liaison Coordinator
- Other Culture and Enterprise Programme Course Leaders and staff members on BA Culture, Criticism and Curation, MA Applied Imagination in the Creative Industries, MA Arts and Cultural Enterprise, MBA and MA Innovation Management.
- Technical staff
- External partners
- Students

Specific Management Responsibilities

Budgets: None
Staff: None
Other: None

Job Title: Course Tutor, MA Culture, Criticism and Curation
Grade: 5

The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria

Person Specification	
Specialist Knowledge/Qualifications	<p>Postgraduate degree in a relevant subject</p> <p>Research degree in in a relevant subject (desirable)</p> <p>HE teaching qualification, or commitment to obtaining such a qualification</p> <p>Research, scholarship and practice relating to curating, history of art and design and/or cultural studies and analysis</p>
Relevant Experience	<p>Relevant experience of teaching, assessment, admissions, management and organisation of an interdisciplinary postgraduate discipline</p> <p>Academic leadership including the maintenance and enhancement of standards (desirable)</p> <p>Day to day course management including delivery and development</p> <p>Relevant editorial or related skills across a range of media</p> <p>Relevant experience in managing partnerships and mentoring student projects</p>
Communication Skills	<p>Ability to communicate effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way</p>
Leadership and Management	<p>Motivates and leads a team effectively, setting clear objectives to manage performance</p>
Research, Teaching and Learning	<p>Applies innovative approaches in teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity</p> <p>Applies own research to develop learning and assessment practice</p>

Professional Practice	Contributes to advancing professional practice, research or scholarly activity in own area of specialism
Planning and managing resources	Plans, prioritises and manages resources effectively to achieve long term objectives
Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups
Student experience	Builds and maintains positive relationships with students
Creativity, Innovation and Problem Solving	Suggests practical solutions to new or unique problems

Last updated: October 2018